



PROFILE

Management student passionate about HR and Marketing. Highly capable leader, self-starter and capable to use technical skills for the betterment of the organization.

Seeking a challenging opportunity where my advanced skills, education and extensive training can be fully utilized.

CONTACT

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SKILLS

Technical skills

- MS Office (MS Word, MS Excel, MS PowerPoint)
- Tally 9

Core Competencies

- Interpersonal skill
- Time Management
- Work Ethics
- Creativity
- Planning and Organizing skill

MOHAMMED BASITH N

EDUCATION

- **MASTER OF BUSINESS ADMINISTRATION**
2019 – 2021
MBA in HR and Marketing
- **MSN INSTITUTE OF MANAGEMENT.**
2015 - 2018
B.com with computer application

EXPERIENCE

TEAL TRACK EXPORTS AND IMPORTS (03/2021 - 11/2021)

www.tealtrackexim.com

OFFICE ADMINISTRATOR

- Coordinate activities throughout the company to ensure efficiency and maintain compliance with company policy.
- Prepares data for compensation and benefit analysis.
- Provides assistance to HR business partners.
- Prepared and processed payroll of employees.
- Control all office expenses and cost for 15+ employees
- Developed and implemented a well-organized filing system.
- Slashed cost of office supplies by 10% through negotiating price with suppliers and maintaining appropriate stock levels to avoid shortage.

CERTIFICATIONS

- **Microsoft Excel**
October 2020
An offline course about the fundamentals of Microsoft Excel and its operations.

ONLINE COURSES COMPLETED

- Completed career edge **Knockdown the Lockdown** by TCS ION.
- Completed fundamentals of **Digital Marketing** by Google.
- Certified in **Digital Marketing** from Udemy

PROJECTS

- Market research project for **Mathrubhumi** on Customer reading behavior (January 2020).
- Conducted **Market survey on 6 FMCG Brands** as part of academic project AVT Tea, Cutee Soap, Lazza Ice-cream, KLF Nirrmal Coconut Oil, Victor Coffee and Brahmins Foods).
- A Study on the impact on **HR Outsourcing** in restaurants in Kollam (September 2021).